

Family Development and Self-Sufficiency (FaDSS) Council

DRAFT Minutes

May 19, 2016

Polk County River Place

2309 Euclid Avenue – Conference Room 2- Des Moines, Iowa

Mission:

Improve the lives of families at risk of long-term welfare dependency or family instability by creating opportunities for self-sufficiency.

Council Members Present:	Council Members Absent:
Zebulon Beilke–McCallum – Domestic Violence Representative – Chairperson	Rachael Scott – Business Representative
Janet Melby – Iowa State University – Vice Chairperson	Heidi Wicks for Lori Adams – IA Workforce Dev.
Shawna Johansen – Business Representative	
Stephanie Stebens – Citizen Member	Ex-Officio Members Absent:
Michael Fleming – University of Northern Iowa	Representative John Wills
Tom Rendon – IA Dept. of Education	Senator Mary Jo Wilhelm
PJ West – IA Dept. of Public Health	Senator Mark Costello
Kelly Trave – Citizen Member	
Tiffany Vasey – IA. Dept. of Human Services	FaDSS Council Staff Absent:
Billie Marchik – University of Iowa	Angela Madison – Dept. of Human Services
Bill Brand – IA. Dept. of Human Rights	
FaDSS Council Staff Present:	
Kelly Davydov - IA Dept of Human Rights	
Tim Fitzpatrick – IA Dept of Human Rights	
Lorie Easter – IA Dept of Human Rights	
Marcia Thompson – IA Dept of Human Rights	
Ex-Officio Members Present:	
Representative Marti Anderson	
Others Present:	
Amber Mercil – Four Oaks	Kelli Malone – Four Oaks
Julie Weber Davis – Four Oaks	Danielle Peterson – Four Oaks
Alisa Schlieff – Upper Des Moines Opportunity	Laura Benson – Mid-Sioux Opportunity
Brenda Fry – SCICAP	Kristie Davidson - MATURA
Wendy Martinez – North Iowa	Kristen Breckenridge – North Iowa
Shari Kisner – North Iowa	Vickie Sible – Eastern Iowa
Peg Ragner – Youth and Shelter Services	Becky Falck - Sieda
Deb Shubat – Sieda	Jodi Trimble Dirks – Polk County FEC
Doug Stodgel – Polk County FEC	Betty Devine – Polk County FEC
Lucas Sulentic - Lutheran Services	Shelia Paul – Youth & Shelter Services

1. Introductions – Chairperson

- Meeting was called to order at 11:05 by Mr. Beilke-McCallum.
- Quorum was established.

2. Approval of the Agenda – Chairperson

MOTION:

Ms. Marchik moved that the agenda be approved.

Ms. Stebens seconded the motion.

There was no discussion.

VOTE:

All Council members voted aye. The agenda was approved.

3. Approval of March 24, 2016, Council Minutes – Chairperson

- A correction was needed on page 2 of the minutes changing the date of the IFDA Retreat to September 15 & 16.

MOTION:

Ms. West moved that the March 24, 2016, minutes be approved as corrected...

Ms. Melby seconded the motion.

There was no discussion.

VOTE:

All Council members present voted aye. The minutes of March 24, 2016, were approved.

4. Council Representative's Updates – Chairperson

- Mr. Brand stated that Marcia Thompson will be retiring in the near future.

MOTION:

Mr. Rendon moved that a motion of commendation of recognition of support for the FaDSS program be given to Ms. Thompson on behalf of the FaDSS Council.

All members of the Council seconded the motion.

There was no discussion.

VOTE:

All Council members present voted aye.

- Mr. Brand provided update on the policy that the Department of Public Health is considering regarding the Maternal, Infant, Early Childhood Home Visiting Program (MIECHV) policy relating to dual enrollments in home visitation programs including FaDSS. The Division of Community Action Agencies (DCAA) and the IA Dept. of Public Health held a series of discussions and the MIECHV has put that policy on hold and it looks to revise the policy. The MIECHV program will be issuing revised policy guidance sometime in the near future. DCAA will continue to update the FaDSS Council on this matter.
- Ms. Melby announced that ISU has an opening for a trainer. Anyone interested should contact Ms. Melby.
- Mr. Fleming announced that UNI is holding on June 1 & 2, UNI Social Work Department Annual Trauma Informed Care Conference – Advancing Trauma Understanding and Response in 2016: Restoring Hope In Complex Trauma: Change Model. - with Mary Jo Barrett, registration is \$50.00.
- Mr. Rendon talked about Dept. of Education has finished a train the trainer for the Family Support and Interventions, and they will provide training back through the system. Motivational Interviewing was just completed with the Head Start Association and it will be offered again. The U.S. Department of Health and Human Services has released a position statement on Family Engagement.

5. IFDA Update – Wendy Martinez

- The Southwest Region is hosting the 2016 IFDA Retreat which will be held in Osceola, Iowa on September 15 & 16, 2016. Registration will be sent out shortly.

6. FY 17 FaDSS Funding – Tim Fitzpatrick

- A handout was provided to the Council showing the Draft of the FaDSS funding for FY 2017 which was status quo. The handout shows the capacity, the total grant and the slot rate.

7. FaDSS Grant Renewal Application Recommendations – Kelly Davydov

- Grant Review Committee was thanked for all of their hard work.
- Committee composed of Zeb Beilke-McCallum, Billy Marchik, Jan Melby, Stephanie Stebens, Angela Madison, Lorie Easter, Tim Fitzpatrick, and Kelly Davydov.
- Grant application is closed only to current grantees for a three year funding cycle from FY 17 through FY 19. Grantees are asked to submit a proposal outlining their plan using the FaDSS model. It lets the grantee set forth their plans for marketing, serve their communities on an individual level, how they will develop their professional development plans and staff development, how they propose using their funding, etc. Training was provided to the grantees and the grants were due on March 8th, 2016. The Committee had until April 13th to review the applications.

A. Grant Review Committee Recommendation – Stephanie Stebens

The Grant Review Committee Recommends that the following renewal grant applications for FY17-1Y 19 be approved. These Grantees will submit yearly budgets that will be approved by the Department of Human Right and will be issued yearly contracts by the Department of Human Rights: Community Action of Eastern Iowa, Lutheran Services in Iowa, MATURA Action Corporation, Mid-Sioux Opportunities, North Iowa Community Action Organization, Northeast

Iowa Community Action Corporation, Operation Threshold, Polk County Family Enrichment Center, South Central Iowa Community Action Program, Community Action of Southeast Iowa, Southern Iowa Economic Development Association, Upper Des Moines Opportunity, Inc., West Central Community Action, and Youth and Shelter Services.

- Mr. Beilke-McCallum asked for any questions or discussion.

VOTE:

All Council Members voted aye, the aforementioned grant renewal applications were approved.

B. Grant Review Committee Recommendation for Mid-Iowa Community Action, Inc. – Tim Fitzpatrick

- Mid-Iowa Community Action, Inc. had submitted an assessment that was not on the approved list of assessments. It is necessary that the Grant Renewal Committee review MICA's assessment tool sometime during the next two weeks. .

The Grant Review Committee Recommends MICA's renewal grant application be approved pending approval of the family functioning assessment by the grant review committee.

- Mr. Beilke-McCallum asked for any questions or discussion.

VOTE:

All Council Members voted aye, the grant renewal application was approved pending approval of their assessment.

C. Grant Review Committee Recommendation for Community Action of Siouxland's renewal application – Lorie Easter

- Siouxland submitted their application in a timely manner, it was discussed on April 14, 2016, after review, the Committee didn't recommend approval of the application. They asked that the proposal be rewritten to adequately address the application instructions. A formal letter was written to Siouxland, some technical assistance was given to Siouxland and a draft resubmitted to the review committee on April 25, 2016. A final application was resubmitted by Siouxland on May 2, 2016. There are some minor clarifications needed to their application. Siouxland is currently working on the final clarifications.

The Grant Review Committee Recommends Community Action of Siouxland's FY 17-FY19 renewal grant application for approval pending the approval of clarifications by DCAA FaDSS program staff.

- Mr. Beilke-McCallum asked for any questions or discussion.

VOTE:

All Council Members voted aye, the grant renewal application be approved pending the approval of clarifications by DCAA/FaDSS program staff.

D. Four Oaks FY17-FY19 Renewal Grant Application – Kelly Davydov

- Ms. Davydov and Ms. Easter explained that Four Oaks Renewal application was received a day late along with an explanation from Four Oaks. DCAAA requested an explanation to take to the FaDSS grant review Committee. The Committee reviewed Four Oaks application and the explanation letter. The Renewal application was acceptable to the committee with minor clarifications. The Grant Review Committee asked Four Oaks to address clarifications and to attend the FaDSS May Council meeting to explain why the renewal application was late. The grant review committee did not want to make a recommendation on approving a later application without FaDSS Council discussion. A packet of information was distributed with the timeframes, correspondence between 4-Oaks and FaDSS staff, a copy of Four Oaks Letter of transmission & apology, and options was distributed.
- Kelly Malone of Four Oaks stated they do appreciate the opportunity to address the FaDSS Council. They did feel the deadline was important. They file FaDSS is one of their most important grants and they have been involved with FaDSS since the late 1980's. She stated they take full responsibility for the application being delivered late. Danielle Peterson further apologized for their error in late submission of the grant. They have made arrangement so that this error will not happen again.
- The Grant Review Committee has asked staff to come up with a variety of options for the Council to choose from.
- Ms. Davydov stated we do have three options – Approve Four Oaks application; develop a request for proposal to award slots in the Four Oaks area to other grantees for which funding is approved, or in the event that no approved grantee has been selected, the council shall release a competitive grant application process.

- Ms. Marchik stated she thinks the wisest path to follow is to come up with a policy stating what the boundary markers might be.
- Absence of our policy stating a penalty exists; we would be remiss in not allowing grantees to continue services.

MOTION:

Ms. Marchik moved that we go forward with Option Number One – approval of Four Oaks grant renewal application, with the understanding that we discussed it.

- Mr. Beilke-McCallum asked for any questions or discussion.
- FaDSS Staff was made aware grant application would be late the day prior to the due date
- Since communication took place prior to the due date/and since it was non-competitive grant and should be accepted.
- Other grantees have been granted extra time to meet the Review Committee's expectations, (other application could have been considered incomplete but were not and were granted time to correct their errors)

Ms. Stebens seconded the motion.

VOTE:

All Council members present voted aye. The motion carried.

- Mr. Brand thanked the Grand Review Committee for all their hard work in reviewing the grants and making their recommendations.
- It has raised questions as to what are acceptable contingencies, what would we advise the grantee to do in certain cases – would we say submit it and we will seek the signature page on the next day but everything else we have on the due date. What should the correct protocol be in certain circumstances? What is the responsible fiduciary obligation of the Council given that kind of consideration?

E. Assessment Process – Kelly Davydov

- A handout was distributed showing the FY17-19 Assessment and screening plans by grantee

8. Web-Based System Update – Tim Fitzpatrick

- Outcomes committee was very important to the web based system.
- The matrix was updated
- When everything is finished we will be more able to analyze the data we have available as well as reducing paperwork.
- Limited testing will begin over the next two weeks in a couple of agencies. A webinar will be conducted on 6/21 and 6/24 on the new system. The training will be available to new employees as they are hired.
- The system will go live after July 1 if everything goes right and should be up and running by the middle of July.

9. COUNCIL PLANNING DISCUSSION – Zeb Beilke-McCallum

- The Grant Review Committee is a good way to get a good understanding of the work that is being accomplished by the FaDSS Grantees
- The FaDSS Council Committees are: The Nominations Committee, Grant Review Committee, Training Committee, and the Outcomes Committee.
- Council members are expected to serve on at least one committee.
- Staff will send a listing of Committees/Members to all FaDSS Council Members
- Council members may accompany a worker on a home visit

10. FaDSS Council Meeting FY 17 Schedule - Zeb Beilke-McCallum

- The September 15th FaDSS Council meeting is the same day as the IFDA Retreat
- It was determined that the FaDSS Council meeting will be held via phone at the usual time, so those that don't want to miss the IFDA Retreat can participate by phone.
- There was discussion about why the meetings are held from 11:00-1:00 on Thursdays.
- A Council member survey will be conducted to see if there is a better time or day for the FaDSS Council meetings.

MOTION:

Ms. West moved that the FaDSS Council Meeting FY 17 Schedule be approved.

Ms. Johansen seconded the motion.

There was no discussion.

VOTE:

All Council members voted aye. The schedule was approved.

11. Staff Update.

Trainings – Lorie Easter

- Many grantees attended the Family Support & Prevent Child Abuse Conference in April.
- Tim conducted domestic violence training in Waterloo on May 10th.
- The ICAA Annual Training Conference will be held on June 14-16 at the Sheraton in West Des Moines.
- Kelly will be attending the Research and Evaluation Conference on self-sufficiency sponsored by the Office of Planning and Research by the Administration of Children and Families in Washington, DC on June 1st.
- IFDA Retreat will be on September 15 & 16 in Osceola and the registration will be out soon.

12. Other Business – Kelly Davydov

- A listing of the FY 17-19 Assessment and Screening Plans was distributed which shows the different tools that were chosen by the different grantees.

13. Next Meeting

- The next meeting will be held on September 15, 2016, at 11:00 a.m. at Polk County River Place, Room 1A, Des Moines, Iowa via phone.

10. Adjournment

MOTION: Ms. Stebens moved that the meeting adjourn. Ms. Trave seconded the motion. The meeting adjourned at approximately 12:45.

Respectfully submitted,

Marcia Thompson